

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Deputy Fire Chief. Fire Captains rank directly below the class of Deputy Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises the operation of one fire station and a company of fire suppression personnel for one shift. Assigns work schedules, work or duty areas, issues orders, inspects appearances of personnel and equipment, and approves leave. Oversees and evaluates the work performance by subordinates. Reviews written reports by subordinates and provides assistance to subordinates in technical areas of work. Conducts employee performance evaluations, and discusses work performance with subordinates. Counsels employees who are experiencing work problems and resolves employee complaints and grievances. Assists in maintaining discipline among subordinates by recommending disciplinary action to the appointing authority. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift.

Responds to all fire and emergency medical calls, supervises driving of fire apparatus, and directs the positioning of the fire apparatus at the fire or emergency scene. Directs the operation of a fire company by gathering and assessing pertinent data provided by dispatcher, performing size-up of an emergency scene, and observing and responding to changes in fireground conditions. May serve as fire safety officer. Sets up the fireground perimeter for crowd and traffic control. Performs firefighting operations and supervises subordinate employees in search and rescue, forcible entry, self-contained breathing apparatus, ladder operations, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinkler and standpipe systems, water supplies, and salvage and overhaul. Maintains communications between the fire

scene and other authorized personnel, calling for assistance when needed. Directs emergency scene operations and provides for the needs of firefighters and other emergency personnel at the scene of an incident. Supervises and performs emergency medical services such as basic first aid, CPR, and first responder services. Supervises the handling of hazardous materials.

Participates in employee training by assisting in the development and implementation of a training program for the department, providing informal "on-the-job" training, conducting drills and evolutions, and providing class room training. Serves as a consultant for volunteers in the department or in departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training.

Assists arson investigation personnel by securing the fire scene to prevent removal or damage of evidence. Questions witnesses to a fire incident in order to collect information. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson. Investigates the causes, origins, and circumstances of fires, and testifies in court when required. Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly, inspecting for fire protection purposes, including conducting fire drills.

Participates in the research and planning for programs and activities of the department. Recommends management policies, goals, and objectives for the department. Recommends changes in department operations that will help the district improve ISO ratings. Evaluates the efficiency of response units following emergency incidents. Investigates all departmental accidents and complaints against the department and makes a recommendation for corrective actions if necessary.

Inspects station, buildings, and facilities to insure compliance with departmental standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Maintains inventory of supplies and equipment, and orders and distributes supplies and equipment to personnel as required.

Personally completes any forms, records, or reports, such as maintenance records, incident reports, and preliminary investigation reports, as required. Compiles data and writes reports. Prepares NFIRS reports.

Participates in special community projects designed to improve public relations. Makes presentations and demonstrations related to fire prevention and fire safety. Responds to questions and complaints from the public about the operations of the fire department. Conducts tours of department facilities for school or civic groups. Serves as a department representative to the news media.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least five (5) years immediately preceding closing date for application to the board.